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## UNITED STATES MISSION - BOGOTA

### VACANCY ANNOUNCEMENT

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No.083-2011

Job Vacancy

October 5, 2011

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have and attach the required work and/or residency permits to be eligible for consideration.

<b>OPEN TO:</b>	<b>All U.S. Citizens</b>
<b>POSITION:</b>	<b>PUBLIC PRIVATE SECTOR OUTREACH AND COMMUNICATIONS SPECIALIST – GS - 12</b>
<b>OPENING DATE:</b>	<b>Wednesday, October 5, 2011 at 8:00 am Bogota, Colombia time</b>
<b>CLOSING DATE:</b>	<b>Wednesday, October 19, 2011 at 4:00 p.m. Bogota, Colombia time</b>
<b>WORK HOURS:</b>	<b>Full time - 40 hours/week</b>
<b>SALARY:</b>	<b>Local Hire USPSC GS – 12 US\$60,274.00 - US\$78,355.00</b>

The U.S. Agency for International Development in Bogota (USAID/Bogota) is seeking a U.S citizen for employment in country for the position of Public Private Outreach and Communication Specialist for the Consolidation, Livelihoods and Environment Office.

#### **BASIC FUNCTION OF POSITION**

This position is located in the Office of Consolidation, Livelihoods and Environment (CLE) in USAID/Colombia (the Mission), Bogota. The incumbent will work across USAID/Colombia's different offices to generate formal public private partnerships and/or leverage private sector resources that contribute to the Mission's overall development objectives in Colombia.

The primary purpose of the position is to facilitate the development of innovative, demand-driven collaborations among the public, private, civil society, and social

sectors in Colombia to catalyze increased investment in targeted development programs in geographic areas of priority interest to USAID/Colombia.

## **MAJOR DUTIES AND RESPONSIBILITIES**

As a USAID employee, the incumbent has the responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5) Valuing Diversity.

The Private Sector Outreach and Communications Specialist's duties include (but are not limited to):

### **Public-Private Sector Outreach and Alliance-Building**

- Identify potential alliance partners and develop relationships that lead to partnerships or direct private sector investments that contribute to USAID/Colombia program objectives. This will include: conducting due diligence research on proposed partners; and, working with the contracting officer to facilitate the formal agreement process.
- Negotiate with potential partners for maximum cost share/leveraging (ideally more than 70% from private sector alliances). Alliances should include an exit strategy for USAID and evaluation metrics that demonstrate measurable impact on beneficiaries.
- Participate in relevant conferences and meetings involving the private sector; articulate USAID/Colombia's development goals and identify opportunities for establishing strategic alliances which advance the objectives of all participating parties.
- Coordinate review of proposals for alliances and prepares necessary documentation.
- Serves as resource and mentor to USAID Mission staff, implementers and others on successful methodologies and best practices in public private partnership programming.
- Travel to activity sites to observe progress, identify and/or solve problems.
- Serve as USAID/Colombia's liaison with the USAID/Global Development Alliance in Washington, DC. This includes assessing the feasibility of pursuing possible alliances and responding to requests for information.

- Prepares reports with findings and recommendations related to alliances for Office Directors, the CSDI Implementation Coordinator, the Deputy Director and Mission Director.

### **Communications and Reporting**

- Provides support to the overall Mission on communications activities. This includes, but is not limited to: developing briefers, responding to requests for information, developing agendas and talking points for events and responding to requests from USAID Washington regarding information on USAID/Colombia programs.
- Prepare and disseminate programmatic, financial, and other reports to the Mission, USAID/Washington, and others, as deemed appropriate.

### **Other Duties**

- Perform other duties as determined by the Office Director and Deputy Office Director of DHR, USAID/Colombia Mission management, and/or Mission management designees.

### **QUALIFICATIONS REQUIRED**

**Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- a) Education: Bachelor of Arts required. Master's degree in relevant field preferred, although strong practical experience may substitute.
- b) Prior Work Experience: Five to ten years of experience with private business preferred, with significant experience in Colombia.
- c) Language Proficiency: Bilingual English/Spanish.
- d) Knowledge: Demonstrated knowledge of private sector operations required; some knowledge of donor or developing country operations preferred.
- e) Skills and abilities: Strong outreach and communications experiences to the private sector.

## **POSITION ELEMENTS**

- a. Supervision: The Private Sector Outreach and Communications Specialist is under the direct supervision of the Consolidation, Livelihoods and Environment (CLE) Office Deputy Director.
- b. Available Guidelines: ADS sections pertaining to project management, Mission Orders, and other established USAID/Colombia administrative procedures and regulations.
- c. Judgment: The incumbent is expected to work with minimum direction and supervision. The need for quick response in high profile, complex and often fluid situations requires the incumbent to exercise discretion and good judgment and operate with high levels of autonomy, responsibility, and authority.
- d. Authority to Make Commitments: Within the context of the field responsibility and with the approval of the direct supervisor, may make technical commitment and may initiate discussions that lead to financial commitments. No direct financial commitments of US public funding are authorized.
- e. Nature, Level, and Purpose of Contacts:
- f. Supervision Exercised: Exercises the equivalent of supervisory control over the implementing partners' activities in their relations with Colombian entities; oversees and monitors their efforts to implement the design of project activities; reviews and evaluates the work done.
- g. Time required to perform full range of duties after entry into the position: Two years.

## **SELECTION PROCESS AND CRITERIA**

Applicants must submit the forms listed in the section below, including a one-page summary statement that highlights how their education and experience have prepared them to meet the specific challenges of the duties and responsibilities outlined above and OF-612. To the extent possible, the application should explicitly address the selection criteria listed below.

Applications from candidates who do not meet the required minimum qualifications described above will not be scored further.

Applicants must list at least three references and provide current contact information, preferably both an e-mail address and a telephone number. The Selection Committee will conduct reference checks on all applicants who meet

the required minimum qualifications. References will be asked to comment specifically on the selection criteria below.

Applications will be evaluated and scored utilizing the criteria below. The total evaluation criteria are 100 points.

- 1) Education (15%): The extent to which the applicant meets or exceeds the required level of education as described above.
- 2) Prior Work Experience (40%): The extent to which the applicant's relevant experience and technical expertise meets or exceeds the requisite levels of professional experience set forth above.
- 3) Language Proficiency (10%): The extent to which the applicant meets or exceeds the required language ability as explained above.
- 4) Knowledge, Skills, and Abilities (35%): The extent to which the applicant's relevant experience meets or exceeds the requisite levels of acquired knowledge, skills and abilities as set forth above.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism and conflict of interest in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs (Not Ordinarily Resident) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Successful candidate must be able to obtain a USAID security clearance.

#### **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

Universal Application for Employment as a Locally Employed Staff (DS-174). This form is available at the Embassy reception or you may request it via e-mail to: [BogotaHRApplicationForm@state.gov](mailto:BogotaHRApplicationForm@state.gov) HR will only consider applicants who complete the DS-174 form.

## **SUBMIT APPLICATION TO**

American Embassy Bogota  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27

Alternatively you could e-mail your application to: [jobvacanciesbogota@state.gov](mailto:jobvacanciesbogota@state.gov) or [BogotaHR@usaid.gov](mailto:BogotaHR@usaid.gov) Please note that these e-mail addresses are a mail box only. Any messages sent to this box will not receive a response. **Please do not mail a hard copy of your application package to us if you have already sent it via e-mail.**

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

The Embassy is unable to acknowledge the receipt of applications packages due to the high volume of applications received.

U.S. citizens not yet residing at post may submit applications via fax (57-1) 383 2319.

**Applications will not be returned. Applicants should keep a copy for their files. Applicants who are not selected for interviews will not be contacted.**

## **DEFINITION**

- U.S. Citizen;

**CLOSING DATE FOR THIS POSITION: WEDNESDAY, OCTOBER 19, 2011  
AT 4:00 PM BOGOTA, COLOMBIA TIME**

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.